

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

A71008

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
RHRO

Program Assistant (Higher Education), FSN-6005

09

RM

06/03/13

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

Education Program Assistant

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or
Agency Head

Date(mm-dd-yy)

Typed Name and Signature of Admin or Human
Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Education Program Assistant, under the direct supervision of the Cultural Affairs Specialist and indirect supervision of the Cultural Affairs Officer, manages the Public Diplomacy section's English Language, academic and professional exchange programs.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

- Develop and work directly with contacts at institutes of education in Turkmenistan to actively solicit and implement ideas for institutional linkages and monitor those that are already in existence. This will include applying for, placing, and monitoring specialists and grantees. **(35%)**
- Coordinate with counterparts at local implementing partner organizations, such as American Councils, to monitor education related grants with these organizations and develop programming that meets needs of these programs. These grants include Prep4Success, FLEX, EducationUSA Advising, and Opportunity Grants and other programs managed by American Councils, and others, on an ad hoc basis. **(25%)**
- Plan and manage all aspects of an annual “Access to Higher Education Conference” designed to introduce the public of Turkmenistan to higher education opportunities in the U.S. as well as the Embassy’s activities for International Education Week and the Government of Turkmenistan Education Fair. **(15%)**
- Expand post’s relations with educational leaders and those working in education in Turkmenistan, facilitating ad hoc exchanges and professional development opportunities. **(5%)**
- Monitor trends in Turkmenistan’s education system, including gathering and logging statistics as available, tracking new developments in education, such as the opening and closing of institutions, and monitoring government placements in education-related positions at the national and local levels. **(5%)**
- Additional programs and duties as assigned, including translation services in support of section and Embassy programs, as needed. **(5%)**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

University Degree. Fields can include education, English teaching, liberal arts or humanities, public or business administration, public policy, management, international relations, sciences.

b. Prior Work Experience:

At least three (3) years of relevant experience in education, international development, academia, public administration, or program management is required.

c. Post Entry Training:

Available and applicable USG-sponsored courses at FSI, RPO/Vienna, RELO, or other sites, as well as appropriate on-line courses. The Cultural Affairs Specialist and American Officers will provide on –the-job training regarding public diplomacy regulations, post priorities and other programs, as appropriate.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

English, Turkmen and Russian are required at a minimum of level IV proficiency in each for writing and speaking.

e. Job Knowledge:

- The incumbent should have a better than average understanding of both the system of higher education in Turkmenistan, as well as the larger social, economic, and educational trends that would allow post to tailor programs to needs. Familiarity with Turkmen educational system and information policy is required. Familiarity with the US education system is preferred.

f. Skills, and Abilities:

- People skills—the incumbent must be able to develop and cultivate relationships with contacts both at state and private educational institutions in Turkmenistan, as well as work with high-level experts visiting from the United States.
- Creativity—must be able to anticipate mission and local need for educational and informational materials.
- Mathematical—for accuracy in inventorying and financial reporting.
- Organizational—for planning, executing and following-up on programs.
- Ability to use Microsoft programs.

16. POSITION ELEMENTS

a. Supervision Received: From Cultural Affairs Officer and Cultural Affairs Specialist

b. Supervision Exercised: none

c. Available Guidelines: Embassy operating procedures and FAM regulations. RELO and ECA provide guidance on professional and technical issues. The incumbent can seek guidance from the supervisor.

d. Exercise of Judgment: The incumbent should have a well-developed sense of professional and personal propriety, and be able to exercise initiative and responsibility in educational program outreach.

e. Authority to Make Commitments: None

f. Nature, Level, and Purpose of Contacts: Working level contacts with local government, non-government, and private professionals, as well as with representatives of U.S. institutions of higher education and international organizations working in education development.

g. Time Expected to Reach Full Performance Level: One year.